

# Attachment to the Sample Seniority Information Letter

TO: Personnel Office

FROM: \_\_\_\_\_  
(Name) (Class)

SUBJECT: Questions About My Seniority Score

1. Immediately below I have checked those areas that show why I believe my seniority score is inaccurate.

a.  The dates of my State service are inaccurate. I actually began work for the State in the Department of \_\_\_\_\_ on the date of \_\_\_\_\_. My last name at that time (if different from now) was \_\_\_\_\_.

b.  I should have received extra credit for prior military service from \_\_\_\_\_ to \_\_\_\_\_.

c.  I should have received credit for prior service at the following university \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

d.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I understand that I may appeal the notice of my seniority score as provided by Department of Personnel Administration Rule 599.904, unless otherwise provided by my collective bargaining agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_